

## REAL PROPERTY APPRAISER - 2124

### **General Definition of Work:**

Performs intermediate skilled technical work in the appraising of real property for assessment purposes; does related work as required. Work is performed under the regular supervision of the Real Property Manager.

### **Essential Functions/Typical Tasks:**

**Appraising, assessing and reassessing real property for tax purposes; conducting field investigations; assisting citizens with real property appraisal and tax matters.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Makes field appraisals and door to door inspections of real property and answers inquiries concerning appraisal.
- Interviews persons familiar with property; inspects property; searches public records of sales, leases, assessments and other transactions to determine proper value.
- Takes measurements of buildings; verifies data gathered by data collectors relative to number of rooms, type of construction, age and other conditions affecting values; makes calculations and applies such data to appraisals of specific structures; enters data into computer and verifies value of property.
- Keeps abreast of local property trends, construction activities and modern appraisal methods and techniques.
- Monitors sales, subdivisions and permit files to assist in preparing current appraisals.
- Assists in the preparation of sales ratio report; collects sales/assessment data; analyzes deeds and sales; maintains appropriate files.
- Assists the general public by receiving and discussing complaints relating to property evaluation and real estate practices.
- Participates in periodic revaluation program; reassesses property based on sales ratio data.
- Meets with property owners during appeals period; reviews property cards and defends assessment.
- Receives and processes forms and applications relating to assessments.
- Participates in classroom and on-the-job training to ensure necessary state certification and professional standing.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of the principles and practices of real estate appraising for assessment purposes; general knowledge of building construction practices and of building and land values; some knowledge of the state laws, and ordinances relating to real property assessing; ability to read and understand building construction plans and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; ability to write clear and concise reports; ability to deal effectively with the public and associates.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in real estate or business and moderate experience in the appraisal of real property.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

### **Special Requirements:**

Possession of or ability to obtain real property appraisal certification issued by the North Carolina Department of Revenue within two years of employment. Possession of a valid NC Driver's License.

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